

A Quorum of the Common Council, Board of Public Works, Personnel Committee, Plan Commission, Redevelopment Authority, and other City bodies may attend this meeting, though no official action of these bodies will be taken.



ADMINISTRATION COMMITTEE MEETING AGENDA

Monday, December 1, 2025 at 6:30 PM

**First Floor Conference Rooms
100 Main Street, Menasha, WI**

or immediately following the Common Council meeting

A. Call to Order

B. Roll Call

C. Minutes to Approve

1. Administration Committee, 11/17/25

D. Discussion / Action Items

1. Appointment of Election Inspectors for the Election Cycle Term of 2026-2027

E. Adjournment

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 24-hours in advance of the meeting for the City to arrange special accommodations."



ADMINISTRATION COMMITTEE MINUTES

Monday, November 17, 2025 at 6:30 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by District 2 Alderperson Eisenach at 7:17pm.

B. ROLL CALL

Present: Aids. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade, Ropella
Also Present: FD Sassman, DPW Merten, CDD Dane, PRD Sackett, PC Thorn, PHD Hutter, LD Kopetsky, CA Struve, Mayor Hammond, Clerk Snyder

C. MINUTES TO APPROVE

1. Administration Committee, 10/20/25

Motion by District 3 Alderperson Hale seconded by District 5 Alderperson Lewis to approve. Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. FORE Development Province Terrace Apartments - Project Description

Motion by District 3 Alderperson Hale seconded by District 7 Alderperson Grade to approve. Motion carried on voice vote.

Discussion considered rent costs, location in relation to amenities, and community resources.

Staff advised that this development agreement features two-story, multifamily housing with each unit featuring between two and four bedrooms. This development also includes a community room, dog run, and landscaping features. While not yet fully designed, a complete project description will be brought before the Common Council for final approval.

2. Development Agreement Between City of Menasha and FORE Development, Inc.

Motion by District 3 Alderperson Hale, seconded by District 4 Alderperson Perkins to approve.

Motion carried 8-0 on roll call.

E. ADJOURNMENT

Motion by District 3 Alderperson Hale seconded by District 5 Alderperson Lewis to adjourn the Administration Committee meeting at 7:26pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.

MEMORANDUM

DATE December 1, 2025
TO Administration Committee
FROM Kaija Snyder, City Clerk
RE Appointment of Election Inspectors for the Election Cycle Term of 2026-2027

Wisconsin State Statute 7.30(4) provides that municipalities nominate to their governing body no later than their last regular meeting in December of each odd-numbered year necessary election officials for the upcoming election term to span the following two calendar years. Section 2-2-5(a)(1) of the Menasha Municipal Code describes that the Administration Committee has jurisdiction over the Office of the City Clerk, thus providing that these appointments first be reviewed by this body.

The below-listed individuals are recommended for appointment as Election Inspectors for the 2026-2027 election cycle. Chief and Deputy Chief Election Inspectors are indicated by asterisks; these individuals complete a mandatory six-hour training course conducted by the State of Wisconsin Elections Commission, and renew this training each term. All poll workers complete a mandatory two-hour training course conducted by the City Clerk each election.

Election Inspectors nominated by the two major parties pursuant to Wisconsin State Statute 7.30(4)(b)(1) are indicated by party affiliation. Those unaffiliated are not party-nominated.

Notably, one party-nominated election inspector was dismissed from this appointment in the City of Menasha during the 2024-2025 term due to reports of electioneering in the polling place. Former City Clerk Valerie Neuman dismissed Kelly Weinandt in March 2024, and this decision was upheld upon appeal in July 2024. Correspondence documenting this dismissal, along with correspondence with the nominating party, is attached. Wisconsin State Statute 7.30(1)(e) allows nonappointment of party-nominated election inspectors for good cause such as electioneering. The Clerk's Office seeks this action by the Administration Committee to preserve a free and fair electoral process in Menasha. The Clerk's Office seeks appointment for all other election inspectors.

Amber	Schroeder		Kim	Vanderhyden	
Anne	Shelley		Linda	Groh	
Bailey	Augustine		Linda	Lukasavage	
Barabara	Hastie		Linda	Thompson	
Beth	Batley-Paulson	Republican	Linda	VanderZanden	
Bob	Pawelkiewicz		Lisa	Bierman	
Bonnie	Coopman		Lu	Pommerening	
Bonnie	DeBaal		Lynn	Thuren	
Brenda	Jorgenson		Madeline	Webster	
Brianna	Juneau		Maren	Ott	
Carl	Evenson		Maria	Aldana	
Carolyn	Gessner		Marlise	Gonzalez	
Cray	Krickberg		Mary	Francis	
Cheryl	Jacobson		Mary	Knox	
Cheryl	Zielinski		Mary	Ruhnke	
Chris	Haddock		Mary	Vander Wyst	
Chris	Tessen		Melissa	Ray	*
Cindy	Strong		Michael	Gessner	
Cindy	Weiland		Michael	Quinn	
Clay	Freelund		Misty	Brown	
Corinne	Meyer		Nathan	Spangenberg	Republican
David	Schroeder	*	Nicole	Granato	
David	Swingle	Republican	Norma	Anderson	
David	VanElzen		Pam	Kuepper	
Dean	Spoehr	Democrat	Pat	Jawort	
Debbie	Banda		Pat	Martenson	
Debbie	Depner		Pat	Olander	
Debbie	Galeazzi	*	Pat	Sandlin	Democrat
Deborah	Borchart		Patricia	Rudolph	
Dennielle	Christonson		Patrick	Driessen	
Denis	Hemme		Paul	Kropidlowski	Republican
Desiree	Kittle		Paul	Olander	
Edie	Simon		Peggy	McNally	
Eduardo	Guevara	Republican	Peter	Pfundter	
Ellen	Vanderhyden		Rachele	Watkins	
Fawn	George		Ralph	Thomas	
Gail	Barten	Democrat	Rebecca	Nichols	
Gary	Coopman	*	Rob	Konitzer	*
Gary	Nack		Rod	Vanderhyden	
Gina	Vendola		Sally	Covyeau	
Jake	Anderson		Sandra	Neuman	
James	Page		Scott	Bemus	
Jane	Geibel		Shannon	Kennedy	

Jane	Binder		Sheila	Brucks	
Jane	McCormick		Stan	Martenson	
Janine	Boldra		Stefanie	Holt	
Jeanette	Krickberg		Stephanie	Strzalka	Democrat
Jeanne	Beyer		Stephanie	Vrabec	
Jeff	Hallet		Steve	Schommer	Republican
Jennifer	Zelinski		Steve	Thompson	
Jerry	Zielinski		Sue	Jahnke	Republican
Jessica	Lee		Sue	Jungen	
Joanne	Rousch		Sue	Strauss	
JoBeth	Swingle	Republican	Susan	Wilson	Democrat
John	Wartman		Tammy	Flanagan	
Jon	McKenzie		Tanner	Schatzel	Republican
Joseph	Schena		Terry	Eckstein	
Joshua	Linck		Tim	Hanson	*
Joy	Pozolinski		Tim	Jacobson	
Joyce	Lee	Democrat	Timothy	Elgersma	
Judy	Piel		Timothy	Reid	
Judy	Stoffel		Toni	Schinke	Democrat
Julie	Kresal		Vicki	Wartman	
Katherine	Bauer		William	Smith	
Kathryn	Fett		Kelly	Weinandt	Republican
Kathy	Searl				
Keith	McCray				

Staff recommends nonappointment of Kelly Weinant pursuant to Wisconsin State Statute 7.30(1)(e), and appointment of all other above-listed individuals as election inspectors for the 2026-2027 term.

From: [Valerie Neuman](#)
To: [Kaija Snyder](#)
Subject: FW: poll worker sign up
Date: Wednesday, March 27, 2024 11:58:27 AM

See below.



Valerie Neuman, WCMC

City Clerk
City of Menasha
Office of the Mayor
(920) 967-3603
<https://www.menashawi.gov>
100 Main Street, Suite 200, Menasha, WI 54952

****Please Note: My email address has changed from vneuman@ci.menasha.wi.us to vneuman@menashawi.gov ****

From: Kelly Weinandt [REDACTED]
Sent: Wednesday, March 27, 2024 11:11 AM
To: Valerie Neuman <vneuman@menashawi.gov>
Subject: Re: poll worker sign up

[EXTERNAL EMAIL] DO NOT CLICK links, attachments, or reply unless you recognize the sender and know the content is safe.

Valerie,

I would very much love to discuss this matter with you, as I in no way made any comments or remarks out loud to anyone. I do recall the lady next to me asked some sort of question out loud which could have triggered whoever is saying this. I know better and have never, nor never would do this. I hope this is all a huge misunderstanding and I would appreciate it if we could talk and clear this up. I feel whoever is complaining about me, is not speaking the truth or misheard something, not from me. I love serving and working and always have followed the rules. I am free tomorrow to chat anytime from 8am-2pm. Thank you for making me aware of this situation and I most definitely look forward to hearing from you to clear my name in this matter. Thank you,

Kelly Weinandt

On Wed, Mar 27, 2024, 10:10 AM Valerie Neuman <vneuman@menashawi.gov> wrote:

|

Hi Kelly,

Thank you for reaching out and notifying us on your availability. Upon inspection from your e-mail (done on Poll Worker Sign-Up Week), it does unfortunately appear that we did not receive it, as Kaija's e-mail was typed incorrectly (it was typed ksynder instead of ksnyder – her last name is Snyder). I did confirm with Kaija that we are pretty much set for this Spring Election for all of our polling locations, but we appreciate you reaching out and letting us know your continued interest.

As a side note, I do wish to discuss with you some comments that I received post-election from other poll workers who worked with you at the Winnegamie Dog Club. It was brought to my attention comments that you made throughout the day could have been (or were) perceived as electioneering. Please know as an election inspector for the City of Menasha, we need to ensure we take pride in our work and leave politics out of the polling place. Per our [Election Inspector Overview](#) Manual (which I just completed this month) I specifically highlight the importance of being a poll worker and keeping your position at the polls in check:

Poll Worker Position Check:

- You are to facilitate the voting process (no politics in the polling place!) ü
- Electioneering is not allowed! (No politically themed attire, materials, buttons, t-shirts, etc.); **no conversations regarding candidates or ballot initiatives** (referendums referenda), no politically themed signage such as yard signs, flyers, posters, etc.

As a seasoned poll worker, I hope you understand the importance of not providing any sort of talk in and around the polling place that would be deemed as electioneering. I was informed there were several attempts to intervene and stop the electioneering-charged conversations/comments. Comments made (whether there is a voter in the building or not) are most certainly not permitted. Your comments ultimately did make several poll workers uncomfortable, upset, and disenchanted with working the polls.

The City Clerk's Office ultimately makes the determination on who works the polls, and I would need to know that any political rhetoric (whether about a candidate, the voting process, an office, etc.) is not communicated during Election Day at the polling location.

Please let me know if you'd like to discuss this further, as I do appreciate all of my poll workers (you included), but I do not wish to have so many other workers upset by sidestepping the obligation of holding the integrity of the electoral process,



Valerie Neuman, WCMC

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****Please Note: My email address has changed from vneuman@ci.menasha.wi.us to vneuman@menashawi.gov ****

From: Kelly Weinandt [REDACTED]
Sent: Wednesday, March 27, 2024 5:13 AM
To: ksynder@menashawi.gov; Valerie Neuman <vneuman@menashawi.gov>
Subject: Fwd: poll worker sign up

[EXTERNAL EMAIL] DO NOT CLICK links, attachments, or reply unless you recognize the sender and know the content is safe.

Good morning

I was just wondering why I was not scheduled to work the upcoming election on Tuesday? I have worked every one the last 4+ years at Winnegamie and emailed back right away that I was available. I spoke with a few other ladies who are working it to see if the schedule came out and they told me the training was yesterday. Can you please let me know why? I very much have enjoyed working them and feel I did a good job and was efficient and knowledgeable of the process. Thank you and I look forward to hearing from you.

Kelly Weinandt

----- Forwarded message -----

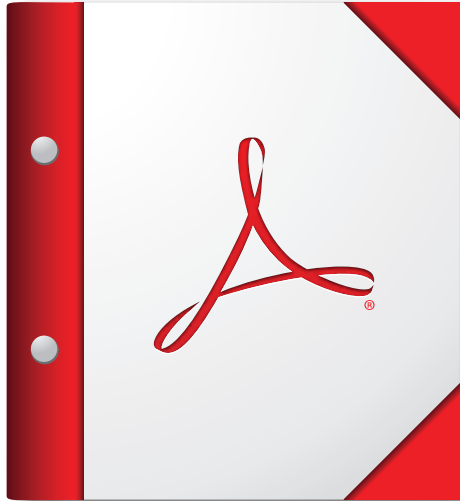
From: Kelly Weinandt [REDACTED]
Date: Mon, Mar 11, 2024, 3:00 PM
Subject: poll worker sign up
To: <ksynder@menashawi.gov>

I am available to work at Winnegamie from 6am-2pm shift for ALL the elections. My

friend Maren Ott also is available to do all too either the 6am-2pm shift or ALL day shift.

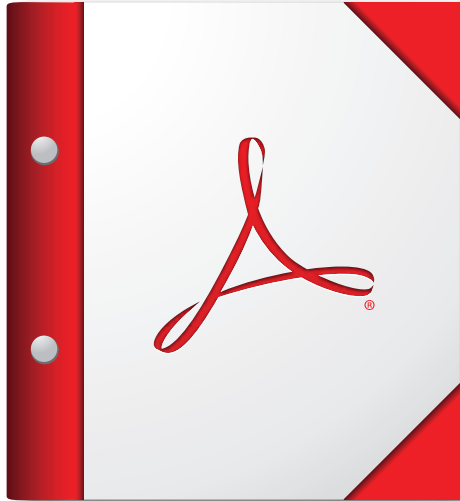
She is on vacation right now so I am emailing for us both. Thank you and looking forward to it:)

Kelly Weinandt



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